

UNITED STATES DISTRICT COURT FOR THE
NORTHERN AND SOUTHERN DISTRICTS OF IOWA

**INSTRUCTIONS FOR COMPLETING ATTORNEY BIENNIAL REPORT OF C.L.E FOR THE TWO YEAR
PERIOD ENDING DECEMBER 31, 2004**

If you were admitted to practice in either the Northern or the Southern District during calendar year 1982, 1984, 1986, 1988, 1990, 1992, 1994, 1996, 1998, 2000, or 2002, this report must be sent to the Clerk of the U. S. District Court, Southern District, Des Moines, IA. on or before **December 31, 2004.** (If you are admitted in both districts, the year you were admitted in the district in which you reside determines whether you have a report due this year.) **IF YOU WERE NOT ADMITTED DURING ANY OF THESE YEARS, YOU DO NOT HAVE A REPORT DUE AT THIS TIME.** An attorney admitted to practice in both districts is required to file only one C.L.E. report and pay only one registration fee. C.L.E. record keeping for both districts is done by the Clerk's Office in Des Moines.

***A penalty of \$10.00 is assessed if the report and fee are not received on or before January 31, 2005.**

IMPORTANT INFORMATION REGARDING FEES

In an Administrative Order the Judges of the Northern and Southern Districts unanimously adopted a plan to assist with indigent representation. A copy of the order is available from the Clerk of Court. To remain in good standing to practice you must, in addition to filing this C.L.E. report:

- (1) pay a registration fee of \$30.00, and
- (2) either
 - (a) pay an additional assessment of \$20.00, or
 - (b) agree to represent a party in a pro bono case in the next two years.

Please indicate below your choice as to item (2) above:

_____ Enclosed is my registration fee of \$30.00 and my assessment of \$20.00, **for a total of \$50.00.**

_____ Enclosed is my registration fee of \$30.00 only. **I agree to take one pro bono case in the next two years..**

_____ Enclosed is my registration fee of \$30.00 only. **I am a full-time employee of a government entity and agree to biennially complete five hours of non-litigation projects.**

Complete the C.L.E. report on the reverse side. Please make your check payable to "Clerk, U. S. District Court." Send this form and the check to:

Clerk, U.S. District Court
123 East Walnut Street, Ste 300
Des Moines, IA 50309

YOU MUST COMPLETE BOTH SIDES OF THIS REPORTING FORM

UNITED STATES DISTRICT COURT FOR THE
NORTHERN AND SOUTHERN DISTRICTS OF IOWA

NAME/ADDRESS: SOCIAL SECURITY NO. _____

TELEPHONE NO. _____

E-MAIL ADDRESS _____

CHECK IF NAME/ADDRESS
CHANGED

Attorney's Biennial Report of Continuing Legal Education in the area of federal practice for the two-year period ending December 31, 2004.

Year admitted to Northern District: _____

Year admitted to Southern District: _____

Federal continuing legal education activities attended from January 1, 2003, through December 31, 2004; six hours legal education in the area of federal practice* every two years is required.

Sponsor of Program	Activity	Date & Place	Number of Hours Actually Attended	to Nearest 1/4 Hr.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Federal practice is not defined in the Local Rules. You may claim activities that are obvious such as federal law or procedure. You may also claim activities that deal with trial practice and ethics.

Total hours attended in 2003 and 2004: _____
Hours carried forward from 12/31/02 report (NOT TO EXCEED 3) _____
Less six (6) hour requirement: _____ -6
Hours (NOT TO EXCEED 3) carried forward _____

I submit this report pursuant to LR83.2(b)(2) of the Local Rules of the U.S. District Court, Northern and Southern Districts of Iowa. I certify to the Court that the above report is true and correct, that I did in fact attend these activities for the number of hours listed, and that in my opinion these activities meet the C.L.E. requirements.

Date

Signature

You must complete **both sides** of this C.L.E. reporting form. Please make your check payable to "Clerk, U.S. District Court."